



**DEPARTMENT OF THE NAVY  
NAVAL SUPPORT ACTIVITY  
HUMAN RESOURCES OFFICE  
NAPLES, ITALY**

**U.S. JOB OPPORTUNITY ANNOUNCEMENT**

<b>Position Title</b>	Office Automation Assistant			<b>Announcement Number</b>	05NAP-039741-YD
<b>PP-Series-Grade</b>	GS-0326-05			<b>Opening Date</b>	09 May 2005
<b>Starting Salary</b>	\$ 24,677 PA	<b>Work Schedule</b>	Full-time Permanent	<b>Closing Date</b>	20 May 2005
<b>Job Location</b>	U.S. Naval Hospital, Directorate Health Services, Asst. Director			<b>Duty Location</b>	Gricignano, Italy
<b>Who May Apply</b>	U.S. citizens residing in the Naples/Gaeta commuting area who meet the following conditions. 1. Family members eligible for Schedule A 213.3106(b)(6) appointments. 2. Current Federal employees serving under career or career conditional appointments. 3. Preference eligibles or veterans who have been honorably separated from the armed forces after substantially completing an initial 3-year term from active service. 4. Veterans’ Recruitment Appointment (VRA) eligibles.				
<b>About the Job</b>	The incumbent is responsible for transcription of pathology from voice recordings dictated by the pathologist pertaining to the wide field of pathology plus rough drafts, a variety of administrative correspondence and directives, such as memoranda, letter, Naval messages, etc., for the department head’s signature. Responsible for appropriate filing and general administrative duties. Contact supply petty officers and others to obtain material status information, follow up on urgently required items, and/or expedite delivery of material to work sites. Process documentation for stock item receipts, maintain such items in a supply room or similar storage area, keep local stock records, reorder when stocks are low or at a specific reorder point. Operate computer terminals or personal computers to perform records search, data input, and data corrections. Greet visitors and answer the telephone, reply to routine questions or making referrals to others as appropriate.				
<b>OPM Qualification Requirements</b>	<b><u>APPLICANT MUST MEET EXPERIENCE OR EDUCATION REQUIREMENTS:</u></b> <b><u>EXPERIENCE:</u></b> One (1) year of specialized experience equivalent to at least the GS-04 grade level is required. Specialized experience is defined as experience that equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position and that is typically in or related to the work of the position to be filled. <b><u>EDUCATION:</u></b> Four (4) years of successfully completed education above the high school level in any field for which high school graduation or the equivalent is a prerequisite. <b><u>(Copy of transcripts is required)</u></b>				
<b>Tell us about your experience</b>	1. Knowledge of word processing equipment, computer usage Dictaphone, and typewriter. 2. Knowledge of medical terminology, to transcribe laboratory analysis with required specialization in anatomic pathology terminology, phrasing, and abbreviations. 3. Knowledge of grammar, spelling, capitalization, and punctuation needs. 4. Ability to communicate effectively in writing and verbally.				
<b>Job Conditions</b>	1. Must be able to obtain/posses a security clearance. 2. Applicant must be able to pass a physical examination. 3. This position requires a fully qualified typist at a minimum of 40 WPM. Candidates must self-certify WPM on their resume/application.				
<b>Pertinent Information</b>	1. <b>Applicants who are U.S. citizens and also citizens of Italy are not employable in a U.S. position.</b> 2. Application package, including documents required by the SOFA, must be submitted by closing date of this announcement. 3. Highest previous rate may be authorized. 4. Selection to this position will use your military spouse preference. 5. VRA applicants will be appointed to a Term Appointment.				
<b>THE DEPARTMENT OF THE NAVY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER</b>					